Official copies of these procedures are maintained at this website.

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C-A OPERATIONS PROCEDURES MANUAL

9.5.14 Releasing Items on the Basis of Process Knowledge

Text Pages 2 through 3

Hand Processed Changes

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9.5.14 Releasing Items on the Basis of Process Knowledge

1. Purpose

1.1 This procedure provides guidance for releasing equipment or materials to other BNL organizations.

2. Responsibilities

- 2.1 The generator or owner of the equipment or material to be released is responsible to follow this procedure and fill out and sign a Process Knowledge Form (C-A-OPM-ATT 9.5.14.a).
- 2.2 Radiological Control Technicians (RCT's) are responsible to survey items to be released as per the Facility Support (FS) procedures, and to check off appropriate box es on the Process Knowledge Form (C-A-OPM-ATT 9.5.14.a).

3. <u>Prerequisites</u>

None

4. Precautions

- 4.1 Generator shall ensure all hazardous regulated substances are removed from items, or that arrangements with outside organizations for the receipt of such hazardous substances have been made, prior to signing the Process Knowledge Form (C-A-OPM-ATT 9.5.14.a), and sending items out.
- 4.2 Generator shall ensure all items that were in any radiological area have been surveyed and released by an RCT prior to signing the Process Knowledge Form (C-A-OPM-ATT 9.5.14.a).

5. Procedure

- 5.1 Generator initiates Process Knowledge Form (C-A-OPM-ATT 9.5.14.a), fills in description of material/equipment, and answers questions in Part I.
- 5.2 If yes is marked for either Part I question, have RCT survey item for release and check off releasable or not releasable as per survey on the Process Knowledge Form (C-A-OPM-ATT 9.5.14.a).
- 5.3 If item is not releasable, fill out Radioactive Waste Form, as per SBMS Subject Area "Radioactive Waste". Follow C-A-OPM 8.20.2 "Procedure for Radioactive Waste".

- 5.4 If item is releasable, generator answers Part II question on hazardous or regulated substances in item.
 - 5.4.1 If no hazardous or regulated substances are contained, generator can sign certification section and arrange for other BNL organization to pick up item.
 - 5.4.2 If hazardous or regulated substances are contained in item, they must be removed prior to signing certification and arranging pick up by other BNL organization. If item is being reused by other BNL organization, fill in comments section on type of hazardous/regulated substances, and reason your giving item to other BNL organization with substances still contained in item. Sign certification and arrange for other BNL organization to pick up item.
- 5.5 Process Knowledge Form (C-A-OPM-ATT 9.5.14.a) goes with item that is picked up by other BNL organization. The C-A Department will keep no records of these forms.

6. **Documentation**

None

7. References

- 7.1 SBMS "Radioactive Waste".
- 7.2 C-A-OPM 8.20.2 "Procedure for Radioactive Waste".

8. Attachments

8.1 C-A-OPM-ATT 9.5.14.a "Process Knowledge Form".